November 26, 2012

**Ms. Maria Lourdes P. Aviles**

Asst. Headmaster for Pre – School

Ateneo De Davao University

Matina, Davao City

In line with the monthly theme of our kindergarten for the month of January “Transportation”, the kindergarten class of Ateneo de Davao University section Maka-Diyos wish to hold a field trip activity this year on January 18, 2013 (Friday) between 8:30-11:30 am at Davao Air Force in Sasa, Davao City.

The activity aims to help our children be aware of the different kinds of transportation, meet the different community helpers of their community and do hands on activities or exercises related to their tour experience.

Minimal amount will be collected to defray the expenses for the tour: 100 Php

Token - 25 Php

Goodies/ giveaways - 30 Php

Transportation - 30 Php

Activity Card - 15 Php

Total 100 Php

In this regard, we would like to request for your approval. Attached is a copy of the Program of Activities for your reference.

Your recognition and approval to our request will be greatly appreciated for the success of this activity.

Respectfully Yours,

**Mary Antonette B. Urot**

Preschool Teacher